



Embassy of the United States of America

P.O. Box 194
Accra, Ghana

February 3, 2014

To: Prospective Quoters

Subject: Request for Quotations number SGH100-14-Q-0005 Residential Gardening Services

Enclosed is a Request for Quotations (RFQ) for Residential Gardening Services. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

The site visit will be held on February 20, 2014 at 10:30 am at the various locations. Prospective offerors/quoters should contact Kelli Ketover for additional information as well as to arrange entry to the building. Please call 0302 741759.

Quotations are due by ***March 10, 2014 at 12:00 noon prompt.***

Sincerely,

A handwritten signature in cursive script that reads "Kelli Ketover".

Kelli Ketover
Contracting Officer

Enclosure
As Stated.